

INSTRUCTIONS FOR ACCOUNT FOR TRUST

I. GENERAL

- A. Accounts must be filed with the Commissioner of Accounts. Ask the Commissioner of Accounts how many copies are required to be filed.
- B. Accounts must be signed by each of the Trustees.
- C. Unless the trustee qualified prior to July 1, 1993 or unless one trustee is a corporation under Va. Code § 6.1-5, then the following rules apply:
 - 1. The first account must cover the period beginning with the date the trustee qualified and ending on December 31 of the same year.
 - 2. Second and subsequent accounts must cover the calendar year.
 - 3. All trust accounts are due by May 1 of the following year, and no less frequently than annually thereafter.
- D. Appropriate documentation to prove the account (as set forth below) must accompany the account.

II. BEGINNING ASSETS

- A. If this is a First Account, use zero.
- B. Use total Assets on Hand from prior account if this is a second or subsequent account.

III. RECEIPTS

- A. **PRINCIPAL RECEIPTS**
 - 1. Itemize in chronological order all principal receipts received during the account period. Generally, principal receipts are capital gains and principal distributions from the estate. You may group principal receipts by payor.
- B. **INCOME RECEIPTS**
 - 1. Itemize in chronological order all income receipts during the account period. Generally income is interest, dividends, rental income, refunds and income distributions from the estate. You may list all receipts from each payor in the same place, so long as each receipt is separately stated.
 - 2. Show each item of income separately. For example, show each quarterly dividend from XYZ Stock rather than showing a lump sum for the year.

IV. GAINS ON ASSET SALES

- A. Show total sales proceeds less carrying value of asset sold.
- B. Provide original broker's statement or signed settlement sheet as verification.

V. ADJUSTMENTS

- A. Show any corrections to items reported on a prior account, e.g. where the value of an asset or the number of shares was incorrectly reported.

- B. Where a reimbursement is made to the Trustee or another person for expenses paid on behalf of the trust, evidence of the expenses paid must be provided. The Commissioner may also require evidence that the obligation paid was a debt or expense of the trust.

VI. PRINCIPAL AND INCOME DISBURSEMENTS FOR EXPENSES

- A. List all disbursements from principal in chronological order. You may group principal disbursements by payee.
- B. Generally principal disbursements are income taxes on capital gains.
- C. List all disbursements from income in chronological order. You may group income disbursements by payee.
- D. Trustee fees must be allocated between principal and income.
- E. A canceled check or a signed invoice or receipt must be provided in support of each disbursement.

VII. LOSSES ON ASSET SALES

- A. Show carrying value of assets sold less total sales proceeds.
- B. Provide copy of broker's statement or signed settlement sheet as verification.

VIII. PRINCIPAL AND INCOME DISTRIBUTIONS TO BENEFICIARIES

- A. All principal distributions should be listed in chronological order stating the name of the beneficiary and the amount paid.
- B. All income distributions should be listed in chronological order stating the name of the beneficiary and the amount paid.
- C. A signed receipt or canceled check from each beneficiary must be provided.

IX. ASSETS ON HAND

- A. Itemize each asset remaining on hand at its carrying value as of the ending date of this account.
- B. Where the market value of the asset is not equal to its carrying value, show the market value in parentheses within the asset description.
- C. Provide verification of the existence of each asset, i.e., bank statements (reconciled to agree with your account balance), broker's statements or original stock certificates, original notes, copies of K-1 forms.

X. MANDATORY FORMAT

- A. The use of the Account Summary form is mandatory.
- B. The itemized lists attached to the Account Summary form must comply with these Instructions and the accompanying Sample Account, or else you must make a complete accounting that complies with the provisions of Virginia Code Section 26-17.3

ACCOUNT FOR TRUST (TESTAMENTARY)
COMMONWEALTH OF VIRGINIA

Court File No.

Circuit Court of

Trust under the will of, Deceased,

for the benefit of

Name of trustee Day telephone

Mailing address

Name of other trustee(s) Day telephone

Mailing address

This is account number one two three or Is this a final account? yes no.

From (date of qualification or end of last account) to (end of this account)

ACCOUNT SUMMARY

1. Beginning Assets (zero or balance from prior account)	\$	0.00	
2. Principal receipts (attach itemized list)	\$	700,000.00	
3. Income receipts (attach itemized list)	\$	11,087.00	
4. Gains on Asset Sales (attach itemized list)	\$	2,117.50	
5. Adjustments (attach itemized list)	\$	0.00	
6. Total (must equal Total on Line 13)			\$ 713,204.98
7. Principal Disbursements (attach itemized list)	\$	4,600.00	
8. Income Disbursements (attach itemized list)	\$	2,613.00	
9. Losses on Asset Sales (attach itemized list)	\$	0.00	
10. Principal Distributions (attach itemized list)	\$	0.00	
11. Income Distributions (attach itemized list)	\$	7,500.00	
12. Assets on Hand (attach itemized list)	\$	698,491.98	
13. Total (must equal Total on Line 6)			\$ 713,204.98

I (We) certify that this is a true and accurate accounting of the assets of this trust for the period described.

Date Trustee

Date Trustee

Date Trustee

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PRINCIPAL RECEIPTS:

Distributions from estate:

09/01/96	Cash	80,000.00	
10/15/96	XYZ Stock, 6,000 shares @\$100/sh.	600,000.00	
10/15/96	MNO Inc., 400 shares @\$50/sh.	20,000.00	
	TOTAL PRINCIPAL RECEIPTS		700,000.00

INCOME RECEIPTS:

09/01/96	Cash distribution from estate	8,012.59	
09/30/96	XYZ dividend	1,025.00	
09/30/96	ABC money market interest	235.66	
10/31/96	ABC money market interest	242.14	
11/30/96	ABC money market interest	258.71	
12/31/96	ABC money market interest	263.38	
12/31/96	XYZ dividend	1,050.00	
	TOTAL INCOME RECEIPTS		11,087.48

GAINS ON ASSET SALES:

09/16/96	Proceeds of sale 400 sh. MNO	22,117.50	
	less carrying value	20,000.00	
	TOTAL GAINS		2,117.50

ADJUSTMENTS	– none		0.00
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PRINCIPAL DISBURSEMENTS

12/31/96	Internal Revenue Service, estimated tax on capital gains	500.00	
12/31/96	Virginia Dept. of Taxation estimated tax on capital gains	100.00	
12/31/96	Mary Doe, Trustee commission	2,000.00	
12/31/96	Sally Doe, Trustee commission	2,000.00	
	TOTAL PRINCIPAL DISBURSEMENTS		4,600.00

INCOME DISBURSEMENTS:

12/31/96	Commissioner of Accounts First Account filing fee	613.00	
12/31/96	Mary Doe, Trustee commission	1,000.00	
12/31/96	Sally Doe, Trustee commission	1,000.00	
	TOTAL INCOME DISBURSEMENTS		2,613.00

LOSSES ON ASSET SALES	– none		0.00
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PRINCIPAL DISTRIBUTIONS	– none		0.00
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INCOME DISTRIBUTIONS:

10/01/96	John J. Doe, Jr.	2,500.00	
11/01/96	John J. Doe, Jr.	2,500.00	
12/01/96	John J. Doe, Jr.	2,500.00	
	TOTAL INCOME DISTRIBUTIONS		7,500.00

ASSETS ON HAND as of 12/31/96:

ABC Money Market Account #2345678	98,491.98	
6,000 Shares XYZ Stock @ carrying value of \$100/share (Market value 12/31/96 @ 105/share = \$6300.00)	600,000.00	
TOTAL ASSETS ON HAND		698,491.98

ACCOUNT FOR TRUST
COMMONWEALTH OF VIRGINIA

Court File No. _____

Circuit Court of _____

Name of trust beneficiary(ies) _____

Name of decedent, if trust under a will _____

Name of trustee _____ Day telephone _____

Mailing address _____

Name of other trustee _____ Day telephone _____

Mailing address _____

Name of other trustee _____ Day telephone _____

Mailing address _____

This is account number one two three or _____ Is this a final account? yes no.

From _____ (date of qualification or end of last account) to _____ (end of this account)

ACCOUNT SUMMARY

1. Beginning Assets (from Parts 1 2 3 & 4 of the inventory or from the prior account) \$ _____

2. Principal receipts (attach itemized list) _____

3. Income receipts (attach itemized list) _____

4. Gains on Asset Sales (attach itemized list) _____

5. Adjustments (attach itemized list) _____

6. Total of 1, 2, 3, 4 & 5 (must equal Total on Line 13) \$ _____

7. Principal Disbursements (attach itemized list) \$ _____

8. Income Disbursements (attach itemized list) _____

9. Losses on Asset Sales (attach itemized list) _____

10. Principal Distributions (attach itemized list) _____

11. Income Distributions (attach itemized list) _____

12. Assets on Hand (attach itemized list) _____

13. Total of 7, 8, 9, 10, 11 & 12 (must equal Total on Line 6) \$ _____

Market Value of Assets on Hand \$ _____

I (We) certify that this is a true and accurate accounting of the assets of this trust for the period described.

Date _____ Trustee's Signature _____

Date _____ Trustee's Signature _____

Date _____ Trustee's Signature _____

NOTE: Virginia law requires that every account be signed by all trustees.